



Application Transmittal and Checklist **Mortgage Continuing Education Provider**

General Information

- ▶ Include all items listed below
- ▶ Place checklist as top item in submission package
- ▶ Rules 010-012, IDAPA 12.01.10 are included in the application package. Review thoroughly prior to preparing and submitting your course application(s).
- ▶ Submit all materials in a **three-ring binder**

Course Title _____

Name of Provider Entity _____

***** SUBMISSION CHECKLIST *****

- ☐ Application for Approval –Education Provider (Limited to 1 course per application form)
- ☐ Application Fee \$250, per course
- ☐ Company History
- ☐ File-Stamped Copy of Accepted Filing with the Idaho Secretary of State (208-334-2300)
- ☐ Consent to Service of Process (if provider not domiciled in Idaho) EDU-002
- ☐ Certificate of Course Completion (in sample form)
- ☐ C.E. Instructor Certification EDU-003
- ☐ Detailed resume for each proposed instructor –to include explanation/documentation of any revoked/suspended mortgage license (if applicable)
- ☐ Statement of Monitored Attendance
- ☐ Complete set of student course materials (textbooks, student workbooks, reference manual/material, case studies, power point presentations, teaching aids, handouts, pamphlets, etc.)
- ☐ Final exam, students' final exam instructions, exam proctor/monitor instructions (if applicable)
- ☐ Copy of Course and Instructor Evaluation Statement that will be used (EDU-275 available)
- ☐ Privacy Policy and Record Retention Statement
- ☐ Please edit your documentation for spelling, grammar, and punctuation errors.

Application for Approval to Provide Continuing Education Courses-Instructions

General Information

Chapter 31, Title 26, Section 3110(4) Idaho Code, the Idaho Residential Mortgage Practices Act (Act), requires mortgage loan originators of residential mortgage loans/deeds of trust secured by property in Idaho to be licensed by the Idaho Department of Finance. Continuing education courses of accredited instruction must contribute to the goal of maintaining or increasing the knowledge skill and competence of the licensee. Refer to the “*Live*” and “*Web-based*” criteria for further detailed information.

Education Requirements

Loan Originator Licensees and designated Qualified Persons in Charge (QPIC), must have completed, within in each two (2) year reporting period, a minimum of sixteen (16) credit hours of approved instruction covering approved topics set forth in IDAPA 12.01.10.010.03.

Instructor Qualifications

Education providers and instructors must meet the following qualifications:

- a. Three (3) years full time experience teaching subject matter or mortgage related topics;
- b. B.A. or B.S. degree or higher in a related field to that which the provider/instructor is to teach; or
- c. Any combination of at least five (5) years full time mortgage industry experience and college level education in the applicable field.

Process to Apply for Approval of Instructor/Provider/Course Accreditation

Each person, institution, school, or other entity desiring to be accepted as an approved provider of a continuing education course(s) shall submit the following to the Idaho Department of Finance:

- a. A completed application for approval as a provider of continuing education courses;
- b. A non-refundable application fee of \$250, per course, payable to the Idaho Department of Finance;
- c. Required Enclosures:
 - i. A complete set of materials to be used for curriculum, all teaching aids, handouts, books, pamphlets, examinations with answers, etc. Materials must be submitted in a **three-ring binder**. The Department will retain all materials.
 - ii. Include a brief description of the proposed course and hours of instruction. Must include a breakdown of the amount of time required to complete each topic.
- d. A signed Provider Agreement form-EDU-001-A.
- e. C.E. Instructor Certification –EDU-003.
- f. Resume for each proposed instructor.
- g. Company history (if not included in course materials).
- h. Consent to Service of Process (if not domiciled in Idaho).
- i. Statement of Monitored Attendance.
- j. Privacy Policy and Statement describing record retention storage and disposal policies.

Continuing Education courses must provide no less than one hour of classroom or web-based instruction.

A PARTICIPANT WHO SUCCESSFULLY COMPLETES A COURSE OF ACCREDITED INSTRUCTION MAY NOT REPEAT THAT COURSE FOR CREDIT HOURS WITH THE SAME EDUCATION PROVIDER WITHIN THE SAME REPORTING PERIOD

Course approval commences on the date initial approval is granted by the Department of Finance. Each approved course will be assigned a course number to be referenced on all publications pertaining to course offerings. Certificates of course completion must list the assigned course number.

IDAPA 12.01.10.011 Granting of Accreditation of Professional Education Courses

The Director’s approval of any provider or program shall expire two years from the date of issuance and thereafter on each subsequent two year anniversary of the renewal date. Application for renewal of provider or course approval must be filed by not later than 60 days prior to each such expiration date.

The Director may revoke, suspend or terminate approval of any provider or any individual course upon a finding that:

- a. the provider has refused or failed to comply with any applicable provision of the Act or its Promulgated Rules, or of any contractual agreement with the Director;
- b. has refused or failed to submit information in a timely manner, including but not limited to, applications and other forms prescribed by the Director, renewals, certificates, attendance rosters and course completion certificates;
- c. the teaching methods or program contents no longer meet standards or have been materially changed without notice;
- d. the provider/instructor granted a completion certificate to a non-course participant or failed to grant a completion certificate to a qualified participant;
- e. any provider/instructor has had a mortgage license revoked or suspended in any jurisdiction;
- f. the provider/instructor represented in any manner that a course, instructor or provider has received approval or accreditation, or that participants will receive credit hours for attendance/completion, when no such approval or accreditation has been granted;
- g. the provider/instructor misrepresented, circumvented or concealed, through any manner, any of the material particulars pertaining to status, content or facilitation of course offerings.

Approval Timeframe

The Department of Finance will require up to 60 days to complete a review of each individual course submission.

Course Renewal

A renewal notice will be mailed to each approved education provider 90 days prior to each course expiration date. The renewal application must be returned no later than 60 days prior to each expiration date and shall be accompanied by a non-refundable renewal fee of \$150 per course. Failure to comply with the deadline will result in filing a new initial application accompanied by a \$250 non-refundable fee per course.

Reasonable course revisions to improve or update an approved course during its two (2) year approval period can be made without submission of a fee. Such changes shall not substantially alter the content of the originally approved course.

Courses with extensive revisions that significantly alter the course will have to be approved as an initial application submission with a \$250 non-refundable fee.

Course Schedule(s)

Course schedules may be submitted by mail, fax or by email to kc.schaler@finance.idaho.gov. Schedules should include the **course title, course number assigned by the Department, and date/time and location**. Submit no later than 30 days prior to a scheduled offering.

Course/Instructor Evaluations

Each participant shall be provided a course/instructor evaluation form to be completed and delivered directly to the Department. Form EDU-275 is available in the education forms section of the Department's website for those not already utilizing an acceptable evaluation form.

Sales of Products and Services

The Department prohibits the marketing, soliciting or selling of products or services *during* the instruction of any C.E. course. If the provider intends to market, solicit or sell products or services *before* the start of instruction, or *after* course instruction completion, a detailed information notice must be included in all course materials with product/service description, cost and refund policy.

Notifications of Status

The official notifications of application deficiencies or of a course approval will be mailed to the contact person as designated in the application submission. The designated contact person shall be available to the Department during normal business hours. Said contact person shall have authority to act with regard to all administrative matters concerning instructors, scheduling, advertising, recordkeeping, and supervision of all programs offered by the provider.

Filing with the Idaho Secretary of State

To obtain filing forms and information, contact the Idaho Secretary of State at 208-334-2300.

Questions and Information

If you have questions or need information pertaining to the application, continuing education or licensing, please visit the Department's website at <http://finance.idaho.gov> or call 208-332-8002.

Privacy Policy and Record Retention Statement

Provide a copy of the Applicant's privacy policy. Additionally, include a description of the Applicant's method of students' record storage and retention, as well as destruction practice and policy. Include method of storage, accessibility by employees and others, distribution of information, record destruction, etc.

KEEP A COPY OF YOUR SUBMISSION FOR YOUR RECORDS

Instructions: Please complete this form and submit it with a check made payable to the Idaho Department of Finance. The Department will strive to review completed applications within 60 days of receipt. **NO HANDWRITTEN COPIES WILL BE ACCEPTED.**

Nonrefundable Application Fee Per Course Submission--\$250

1. Company or organization sponsoring or providing the course:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Web Address: _____

2. Designated Contact Person : _____

Business mailing address: _____

City, State, Zip _____

Phone: _____ Fax: _____ Email: _____

3. Course Title: _____ Course Cost: _____

4. Course Information: (attach additional page if necessary)

Date

Location

5. Is this course available as a distance course? (refer to course criteria information) ☐ Yes ☐ No

6. Total number of credit hours requested for this course: _____ (maximum 8)

7. Is course site accessible to persons with disabilities? ☐ Yes ☐ No

8. List any admission restrictions: _____

9. Description of materials to be distributed: _____

10. Method of participant comprehension evaluation: _____

11. When are materials distributed? _____

12. Method of presentation: ☐ Classroom ☐ Web-based

13. Total minutes of instruction: _____

14. Have we previously approved this course? ☐ Yes ☐ No If so, when? _____

15. Required enclosures: Refer to instructions
16. List all states, along with an education contact person/Department where you are currently approved as a continuing education provider: *(Attach additional sheets as necessary)*

State	Contact Person/Department	Phone
State	Contact Person/Department	Phone
State	Contact Person/Department	Phone
State	Contact Person/Department	Phone
State	Contact Person/Department	Phone
State	Contact Person/Department	Phone

I certify that the information contained in the application and provider agreement herein is true to the best of my knowledge, that I have reviewed the Rules governing continuing education in Idaho, have reviewed the instructions and course criteria information, and agree to comply with all requirements.

_____ Date	_____ Authorized Signature/Title
_____ Typed/Printed Name	

Education Provider Agreement

Name: _____

Address: _____

City, State, Zip: _____

Title of Course: _____

Provider agrees to:

1. File with the Director a course schedule no less than thirty (30) days prior to course offering that includes **course title, course number assigned by the Department, and date/time and location**, via mail, fax or email to kc.schaler@finance.idaho.gov.

2. Properly monitor participant's attendance and attention.

3. Issue certificates of attendance/completion with approved course number to any participant who satisfactorily completes approved course offerings.

4. Maintain student's records for three (3) years.

5. Submit a class roster to the Director within thirty (30) days of participants' successful course completion.

6. Notify the Director no less than five (5) days prior to course cancellation and reason for same.

7. Report any material changes including addition of or substitution of instructors in the information submitted to the Director no less than 30 days prior to proposed use.

8. Notify the Director if any provider or instructor has/had a mortgage license revoked or suspended in any jurisdiction. Notification must be made within thirty (30) days of occurrence if subsequent to initial filing or approval.

9. Submit a list of all previously approved instructors.

I certify that the information contained in the application and provider agreement herein is true to the best of my knowledge, that I have reviewed the Rules governing continuing education in Idaho, have reviewed the instructions and course criteria information, and agree to the guidelines as stated above.

Date

Authorized Signature/Title

Typed/Printed Name

Continuing Education Instructor Certification

CERTIFICATION CRITERIA

Instructors, conference leaders, lecturers, and others who present a continuing education requirement offering shall meet at least one of the following qualifications:

1. Three (3) years full time experience teaching the subject matter or mortgage related topics;
2. B.A. or B.S. degree or higher in a related field to that in which the person is to teach; or
3. Any combination of at least five (5) years full time industry experience and college level education in the applicable field.
4. The Director may approve instructors who in his judgment meet the criteria for approval or who otherwise evidence their teaching qualifications by education or experience or a combination of the two.

An instructor shall not be qualified if the instructor:

1. Does not satisfy the listed criteria;
2. Has engaged in any violation of Chapter 31, Title 26 Idaho Code or its Promulgated Rules, or has engaged in conduct which would have warranted the denial of an application for approval or a suspension of approval of a continuing education offering;
3. As a mortgage licensee, in any jurisdiction, has had that license suspended, revoked or restricted as a result of disciplinary action;
4. Acted or conducted himself or herself in a manner which would have warranted the denial of his or her application for a mortgage license under the Idaho Residential Mortgage Practices Act.

Title of Continuing Education Course

7 Digit Idaho Entity Approval Number

Certification

I hereby certify that all instructors conducting a presentation of the above listed continuing education course offering will meet the instructor qualifications as set forth above.

Sponsor/Provider Signature

Date

Printed or Typed Name of Person Signing

Title of Person Signing

Name of Course Provider

Address of Course Provider (street address, city, state, zip)

Consent to Service of Process

Continuing Education Provider

Note: This form is to be used by non-resident/non-domiciled applicants for the approval of a continuing education course.

Name of Applicant _____

Applicant is:

- ☐ A resident of the state of _____
- ☐ A corporation duly organized/incorporated and existing under the laws of _____
- ☐ An LLC or partnership organized or created under the laws of the state of _____

Idaho Department of Finance may use the following address to mail process: _____

The above named applicant has made application to the Idaho Department of Finance for approval of a course to be offered for continuing education in accordance with Chapter 31, Title 26 Idaho Code and its Promulgated Rules, and hereby certifies:

1. In any legal action commenced against Applicant in Idaho arising out of activities related to any course offered for continuing education, if personal service of process cannot be made upon Applicant in Idaho after the exercise of due diligence, Applicant irrevocably consents that service may thereupon be made by delivering the process to the Director of the Department of Finance in the State of Idaho.
2. That the Department of Finance of the State of Idaho may mail a copy of any such process to Applicant at the address shown above.
3. Applicant further irrevocably consents that a valid service of any order or notice issued by the Director of the Department of Finance of the State of Idaho may be made by mailing a copy of such notice or order by registered mail addressed to the Applicant at the address listed above.

IN WITNESS THEREOF, Applicant has executed this instrument, at _____

_____, on _____, 20_____.

Signature of Applicant, Corporate Representative, or Authorized Agent

Title of Applicant Signer

Typed or Printed Name of Signor

STATE OF _____
COUNTY OF _____ } ss

On _____ before me _____, personally appeared _____ personally known to me, or proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature of Notary Public



SIGN-IN SHEET

Date: _____

Course Name: _____

Course Number: _____

Location of Course Presentation: _____

Sponsor/Provider: _____

Provider ID # _____

NAME	COMPANY NAME	STREET ADDRESS	CITY	ST	ZIP	POSITI ON L.O.; QPIC; OTHER	LICENS E # OR LAST 4 SS#	TIME IN	TIME OUT	MONIT OR INITIA LS



COURSE AND INSTRUCTOR EVALUATION

The purpose of the evaluation is to assist the Department of Finance in better serving the educational needs of mortgage industry licensees. Your answering the applicable questions below is appreciated. Please mail or fax to the Department (see address and fax number below), or email to kc.schaler@finance.idaho.gov.

Name of Course Provider (company) _____ Date Course Taken (month/year) _____

Name of Course _____ Course Number (7 digits) _____ Instructor (if applicable) _____

Presentation Method

☐ Live/Seminar

☐ Internet

☐ Other (explain) _____

EVALUATION

Please rate on a scale of 1 to 5, with 1 being poor and 5 being good. Circle the appropriate answer.

1. The instructor was knowledgeable and up-to-date on the course subject. 1 2 3 4 5 NA
2. The instructor was well organized and easy to understand. 1 2 3 4 5 NA
3. The instructor got sidetracked from the course subject with an excessive amount of "war" stories, jokes, personal experiences, etc. 1 2 3 4 5 NA
4. The instructor promoted the sale of products or services (tapes, text, membership, etc) during the educational instruction portion of the course. 1 2 3 4 5 NA
5. The educational materials (outline, text, video, etc) were well prepared and easy to understand. 1 2 3 4 5 NA
6. The handout materials, if any, will be useful to me. 1 2 3 4 5 NA
7. The presentation increased my knowledge of the course subject matter. 1 2 3 4 5 NA
8. I am better able to serve and protect consumers with knowledge I learned in this course. 1 2 3 4 5 NA
9. I would enroll in another course or presentation offered by this provider. 1 2 3 4 5 NA
10. I would rate this course as:
☐ Excellent ☐ Above Average ☐ Good ☐ Fair ☐ Poor
11. Do you have any suggestions for future course topics? (If yes, please list below) ☐ Yes ☐ No
12. Would you like to be contacted by a Department of Finance representative? ☐ Yes ☐ No

If Yes, provide name _____

Daytime Phone Number _____

Comments/Suggestions: _____

Idaho
Live Classroom and Web-Based Training Criteria
Continuing Education

The course submission will undergo a thorough evaluation. All course materials (including content, design, grammar, handouts, and visual aids, etc.)will be reviewed to ensure the overall accuracy and benefit to the student.

Licensees must complete sixteen (16) hours of continuing education each reporting period

1. **Current Classroom Offering:** The course shall be a current course offering of the provider and be presented by traditional classroom methods. The course shall be presented in a setting physically suited to the educational activity and in a manner that allows for participant interaction and material comprehension. Facilities for live class settings shall be easily accessible and comply with all applicable state and federal laws, including the Americans With Disabilities Act.
2. **Course length and content:** A continuing education course shall be designed to contribute to the goal of maintaining or increasing the knowledge, skill and competence of licensees. The principal focus *may not* be sales, marketing, commercial lending or commercial loan brokering, motivational, or skills pertaining to running a business. Courses shall provide no less than one (1) hour of classroom instruction. In Idaho a credit hour is defined as sixty (60) minutes of accredited instruction.
3. **Course Description:** The syllabus must include a course description, that clearly describes the content of the course.
4. **Summary Outline:** The syllabus shall include a summary of major topics and the amount of time required to complete each topic.
5. **Learning Objectives:** The syllabus shall include specific learning objectives that are:
 - a. Appropriate for a continuing education course;
 - b. Stated clearly with regard to the expected knowledge and/or skills students should acquire by course completion;
 - c. Consistent with the course description;
 - d. Consistent with the learning/instructional materials; and
 - e. Attainable within the number of classroom hours allotted for the course.
6. **Instructional Materials:** Instructional Materials provided to the students in the course shall:
 - a. Adequately cover the subject matter in sufficient depth to achieve the stated course learning objectives;
 - b. Provide balanced coverage of the subject matter sufficient to cover the stated learning objectives;
 - c. Reflect current material, knowledge and practice;
 - d. Effectively present and explain the presented information; and
 - e. Be presented in a professional and clear format.
7. **Examinations** (Optional for Live Classroom Instruction): Course examinations shall consist of either a series of examinations or a comprehensive final examination or both. The subject matter tested by examination questions shall be adequately covered in the course instructional materials.
8. **Application Package/Course Submission:** Providers must submit the following:
 - a. A completed application for approval as a provider of continuing education courses;

- b. A non-refundable application fee of \$250, per course, payable to the Idaho Department of Finance;
- c. Required Enclosures:
 - iii. A complete set of materials to be used for curriculum, all teaching aids, handouts, books, pamphlets, examinations with answers, etc. Materials must be submitted in a **three-ring binder**. The Department will retain all materials.
 - iv. Include a brief description of the proposed course and hours of instruction. Must include a breakdown of the amount of time required to complete each topic.
- d. A signed Provider Agreement form-EDU-001-A.
- e. C.E. Instructor Certification –EDU-003.
- f. Resume for each proposed instructor.
- g. Company history (if not included in course materials).
- h. Consent to Service of Process (if not domiciled in Idaho).
- i. Statement of Monitored Attendance.
- j. Privacy Policy and Record Retention Statement.

Quality and depth of content of course outline and instructional materials must be acceptable to the Director.

Providers will be subject to a background and/or reference check.

9. Instructor Qualifications:

- a. Three (3) years full time experience teaching subject matter or mortgage related topics;
- b. B.A. or B.S. degree or higher in a related field to that in which the person is to teach; or
- c. Any combination of at least five (5) years full time industry experience and college level education in the applicable field.
- d. The Director may approve instructors who in his judgment meet the criteria for approval or who otherwise evidence their teaching combination qualifications by education or experience or a combination of the two.

10. Prohibited Practices:

- a. failing to submit information in a timely manner, including but not limited to, applications and other forms prescribed by the Director, renewals, certificates, attendance rosters and course completion certificates;
- b. the teaching methods or program content is materially changed without prior notice to and approval by the Director;
- c. the provider/instructor granted a completion certificate to a non-course participant or failed to grant a completion certificate to a qualified participant;
- d. representing in any manner that a course, instructor or provider has received approval or accreditation, or that participants will receive credit hours for attendance/completion, when no such approval or accreditation has been granted;
- e. misrepresenting, circumventing or concealing, through any manner, any of the material particulars pertaining to status, content or facilitation of course offerings;
- f. marketing, soliciting or selling of products or services during the instruction of any C.E. course;
- g. making any type of guarantee of non-measurable outcomes (i.e. “satisfaction guaranteed”);
- h. making any claim to be the only, largest, best, least expensive, or other unproven or unjustified comparison;
- i. disclosing of any actual test questions or their answers.

Web-based and Other Non-Live Classroom Criteria Continuing Education

Web-based and non-live classroom learning is defined as educational programs where instruction is obtained through use of media, and teacher and student are separated by distance. Computer based courses must employ a timing mechanism that begins once the student has logged into the system. The timer should stop after reasonable inactivity by the student. Idle time should not be greater than five (5) minutes. Criteria for this type of learning is listed below:

1. The design of the course should be to assure that students actively participate in the instructional process while completing the course by utilizing techniques that require **substantial** student interaction with the computer program. Course design should not be presented in a sit and read format. The course design must provide for interactive display between student and the computer. This can be accomplished throughout the training in the form of quizzes, case studies, problem solving and puzzles, that require input and feedback from the student.
2. A course should provide the opportunity for the student to assure a mastery of the subject material. This may be accomplished through requiring the student to periodically answer questions throughout the material. Mastery of a course can be determined by a successful pass rate of an examination. Students should/could be tested before proceeding to another topic. True/False responses to quizzes/tests are unacceptable. Questions should be presented in a multiple choice format. Failure to receive a successful pass rate would prohibit the student from advancing to the next level.
3. The course should be time sensitive such that every student could complete the course in at least the specified hourly increment and the provider should have a mechanism in place to assure that the student actually performed required tasks. The student must spend an actual hour interacting with the computer to achieve an hour of earned credit.
4. The instructional materials must coincide with the learning objectives.
5. Technical and instructional support should be made available to all students.
6. Information to be provided to the students prior to registration for the course. Information should consist of:
 - a. required fees;
 - b. refund policy;
 - c. course subject matter;
 - d. learning objective;
 - e. procedures and requirements for satisfactory course completion; and
 - f. hardware and software requirements.
7. Reasonable procedures should be in place by provider to assure that the student receiving continuing education credit for performing the work actually performed the work. The student certifying that he/she took the course and received no outside assistance should sign a written agreement. The signed agreement should be maintained with students' records.
8. **Examinations:** Course examinations shall consist of either a series of examinations or a comprehensive final examination or both. The subject matter tested by examination questions is to be adequately addressed in the course instruction materials. Examinations may be performed online or proctored. Proctor format should not include the student's management as proctors. This includes immediate supervisors, training staff, human resources personnel and co-workers.

9. Prohibited Practices:

- a. failing to submit information in a timely manner, including but not limited to, applications and other forms prescribed by the Director, renewals, certificates, attendance rosters and course completion certificates;
- b. the teaching methods or program content materially changed without prior notice to and approval by the Director;
- c. the provider/instructor granted a completion certificate to a non-course participant or failed to grant a completion certificate to a qualified participant;
- d. representing in any manner that a course, instructor or provider has received approval or accreditation, or that participants will receive credit hours for attendance/completion, when no such approval or accreditation has been granted;
- e. misrepresenting, circumventing or concealing, through any manner, any of the material particulars pertaining to status, content or facilitation of course offerings;
- f. marketing, soliciting or selling of products or services during the instruction of any C.E. course;
- g. making any type of guarantee of non-measurable outcomes (i.e. “satisfaction guaranteed”);
- h. making any claim to be the only, largest, best, least expensive, or other unproven or unjustified comparison;
- i. disclosing of any actual test questions or their answers.

10. Application Package and Course Submission: An education provider must submit a complete copy of the course on the medium that is to be utilized along with a printed copy of all materials. Upon request, and prior to issuance of an approval by the Director, the provider must supply the necessary passwords and passcodes to enter the secured system to review the course at no cost to the Director or his representative. The course should remain accessible to the Director for review at any given time.

A PARTICIPANT WHO SUCCESSFULLY COMPLETES A COURSE OF ACCREDITED INSTRUCTION MAY NOT REPEAT THAT COURSE FOR CREDIT HOURS WITH THE SAME EDUCATION PROVIDER WITHIN THE SAME REPORTING PERIOD

010. REQUIREMENTS FOR CONTINUING PROFESSIONAL EDUCATION (Rule 10).

01. Licensee. For purposes of the “Requirements for Continuing Professional Education” provisions of this rule, the term “licensee” means a person: (3-30-06)

- a. Who is a loan originator licensed under the Act; or (3-30-06)
- b. Who is designated pursuant to Section 26-3108, Idaho Code, as being in charge of a licensed location of a mortgage broker or mortgage lender licensed under the Act. (3-30-06)

02. Minimum Requirements. (3-30-06)

- a. A loan originator licensed under the Act shall attain sixteen (16) credit hours within each reporting period. (3-30-06)
- b. Persons designated in the director’s files, as being in charge of a licensed location of a mortgage broker or mortgage lender licensed under the Act shall attain sixteen (16) credit hours within each reporting period. (3-30-06)
- c. Credit hours accrued in excess of the required sixteen (16) credit hours in any reporting period shall not carry over nor be credited to any subsequent reporting period. (3-30-06)

03. Accrual of Credit Hours. (3-30-06)

- a. For the purpose of accruing credit hours within any reporting period, a licensee shall attain no less than two (2) credit hours directly related to the Act and these rules (3-30-06)
- b. For the purpose of accruing credit hours within any reporting period, a licensee shall attain no less than fourteen (14) credit hours related to the following: (3-30-06)
 - i. Basics of home purchase and ownership; (3-30-06)
 - ii. The mortgage industry generally; (3-30-06)
 - iii. Loan evaluation and documentation; (3-30-06)
 - iv. Features of various loan products; (3-30-06)
 - v. State and federally required disclosures; (3-30-06)
 - vi. Ethical considerations; (3-30-06)
 - vii. The Idaho Credit Code; (3-30-06)
 - viii. The Idaho Mortgage Company Act; (3-30-06)

- ix. The Idaho Escrow Act; (3-30-06)
- x. The Uniform Commercial Credit Code; (3-30-06)
- xi. Law related to mortgages, deeds of trust, liens, and pledges; (3-30-06)
- xii. Real estate and appraisal law; (3-30-06)
- xiii. Principal and agency law; (3-30-06)
- xiv. Contract Law; (3-30-06)
- xv. The Real Estate Settlement Procedures Act; or (3-30-06)
- xvi. Truth in Lending and the federal Consumer Credit Protection Act. (3-30-06)

c. Accredited instruction shall be of a minimum duration of one (1) credit hour and shall contribute to the goal of maintaining or increasing the knowledge, skill and competence of licensees. The principal focus of accredited instruction shall not be sales, marketing, commercial lending or commercial loan brokering, motivational, or skills pertaining to running a business.

(3-30-06)

d. A participant who successfully completes a course of accredited instruction may not repeat that course for credit hours with the same education provider within the same reporting period

(3-30-06)

e. A participant may accrue credit hours within ninety (90) days prior to initial submission of an application for a loan originator license under the Act. Such credit hours shall not accrue to the participant unless the initial license application is subsequently approved by the director and a license is issued. Credit hours shall not be granted to a participant under this provision unless the participant provides the director with a copy of the certificate of completion for such accredited instruction within sixty (60) days of initial licensure.

(3-30-06)

f. Persons designated in the director's files as being in charge of a licensed location of a mortgage broker or mortgage lender licensed under the Act may accrue credit hours for accredited instruction attended within ninety (90) days prior to the date of approval by the director of such designation.

(3-30-06)

g. Persons who, as of January 1, 2006, are designated in the director's files as being in charge of a licensed location of a mortgage broker or mortgage lender licensed under the Act may accrue credit hours for accredited instruction completed on or after October 1, 2005.

(3-30-06)

04. Recordkeeping and Reporting of Accrued Credit Hours. (3-30-06)

a. Every licensee shall maintain copies of certificates of completion for a period of no less than three (3) years following completion of the accredited instruction.

(3-30-06)

b. The initial reporting period for a loan originator licensed under the Act shall commence on November 1st immediately succeeding his initial licensure.

(3-30-06)

c. The initial reporting period for persons who are not loan originators, but who have been designated in the director's files as being in charge of a licensed location of a mortgage broker or mortgage lender licensed under the Act shall commence: (3-30-06)

i. On November 1, 2006, if the person has been so designated prior to November 1, 2006; or (3-30-06)

ii. On November 1st immediately following the director's approval of the person's designation, if the person is so designated on or after November 1, 2006 (3-30-06)

d. Within thirty (30) days following the expiration of each reporting period a licensee shall deliver copies of certificates of completion to the director demonstrating the licensee's completion of the credit hours required under these rules. (3-30-06)

e. A licensee who fails to attain the credit hours required by these rules, or fails to maintain records as required in Section 010 of these rules, or fails to timely report compliance with the credit hour requirements of these rules shall be subject to license revocation or suspension as prescribed in Section 26-3109, Idaho Code. 3-30-06)

f. Upon revocation or suspension of a license issued under the Act for failure to complete or report credit hour requirements, no person shall obtain a new license or a reinstated license in the case of a license suspension, as a loan originator, mortgage broker or mortgage lender without first satisfying the credit hour requirements, which, having been previously incomplete or not reported, were the cause of the license revocation or suspension. (3-30-06)

011. EDUCATION PROVIDERS AND CONTENT OF CONTINUING PROFESSIONAL EDUCATION (RULE 11).

01. Submission of Continuing Professional Education Courses for Accreditation by the Director. Education provider applicants shall submit an application, in a form provided by the director, for accreditation of continuing professional education for each instructional course proposed to be offered by the education provider applicant. The application shall be accompanied by a non-refundable application fee of two hundred fifty dollars (\$250) and shall include, but not be limited to, the following information:

(3-30-06)

a. The name and address of the education provider and date(s) on and locations at which the program is to be offered; (3-30-06)

b. The qualifications and experience of the education provider's principal officers, staff, and instructor(s); (3-30-06)

c. The costs of all programs for which approval is sought; (3-30-06)

d. A copy of the proposed course materials together with a description of each course for which approval is sought; and (3-30-06)

e. A sample of what is provided to participants to verify course completion. (3-30-06)

02. Granting of Accreditation of Professional Education Courses. The director shall grant accreditation to continuing professional education courses if he finds: (3-30-06)

a. That the course constitutes an organized program of learning which provides instruction on subject matter as described in Subsection 010.03 of these rules; (3-30-06)

b. That course materials are prepared, and instruction conducted, by an individual or group qualified by practical or academic experience in the subject or subjects to be presented; (3-30-06)

c. That the course shall be presented in a setting physically suited to the educational activity or in a manner which allows for participant interaction and comprehension of course materials. Training facilities for live class settings shall be easily accessible and comply with all applicable state and federal laws, including, but not limited to, the Americans With Disabilities Act of 1990; (3-30-06)

d. That course outlines, syllabi, workbooks, examinations, study-guides, or other instructional material are of a high quality, readable, and carefully prepared and relevant to the course of study offered; and (3-30-06)

e. That the prospective education provider's application is complete and truthful.(3-30-06)

03. Review of Accredited Instruction. (3-30-06)

a. An education provider shall designate one (1) person as its contact person who shall be available to the director, or to his designated representative, during ordinary business hours and shall be knowledgeable and have authority to act with regard to all administrative matters concerning instructors, scheduling, advertising, recordkeeping, and supervising all programs offered by the education provider. (3-30-06)

b. The director may periodically review the content and facilitation of accredited instruction for the purposes of verifying that such accredited instruction continues to meet the requirements of these rules. (3-30-06)

c. The education provider shall be required to permit the director, or the director's representative, to audit the accredited instruction and course material at no cost to the director or to the director's representative. The audit shall evaluate whether the accredited instruction meets the requirements of these rules. The education provider shall permit the director or the director's representative to review records appropriate to selected course offerings. Upon a finding that accredited instruction no longer meets the requirements of these rules, the director may suspend or revoke the approval of the accredited instruction. The education provider shall be responsible for payment of audits conducted under Section 011 of these rules. (3-30-06)

d. Education providers shall notify the director of any material changes which have been made to accredited instruction within thirty (30) days of such changes. Material changes include changes materially affecting the content or facilitation of accredited instruction as it applies to the requirements of Subsection 011.02 of these rules. (3-30-06)

e. Within thirty (30) days of conclusion of a course of accredited instruction, an education provider shall submit to the director an attendance roster in a form prescribed by the director. Education providers shall maintain records related to participant attendance and completion of accredited instruction for a period of no less than three (3) years. (3-30-06)

04. Suspension of Accreditation. The accreditation of a continued professional education course may be suspended if the director determines that: (3-30-06)

a. The accredited instruction teaching method or program content no longer meets the standards of these rules, or have been materially changed without notice to the director as required; or (3-30-06)

b. The education provider granted a certificate of completion when in fact the participant had not satisfactorily completed the accredited instruction; or (3-30-06)

c. The education provider failed to grant a certificate of completion to a participant when in fact the participant had satisfactorily completed the accredited instruction; or (3-30-06)

d. The education provider or any of its instructors have had a mortgage license revoked or suspended in any jurisdiction; or (3-30-06)

e. There is other good cause why accreditation should be suspended. (3-30-06)

05. Reinstatement of Accreditation. Reinstatement of a suspended accreditation will be made upon the furnishing of proof satisfactory to the director that the conditions responsible for the suspension have been corrected. (3-30-06)

06. Renewal of Approval of Accredited Institution. The director's accreditation of a continuing professional education course shall expire two (2) years from the date of issuance and thereafter on each subsequent two (2) year anniversary of the renewal date. Application for renewal of accreditation shall be filed by not later than sixty (60) days prior to each such expiration date and shall be accompanied by a non-refundable renewal fee of one hundred fifty dollars (\$150). Applications for renewal of accreditation shall be in a form prescribed by the director and shall include documentation demonstrating that the accredited instruction continues to meet the requirements of Subsection 011.02 of these rules. (3-30-06)

07. Prohibited Practices. (3-30-06)

a. No person shall represent, in any manner that an instructional course has received approval or accreditation from the director or, that participants will receive credit hours for attendance and completion of an instructional course, unless such course has been approved by the director. (3-30-06)

b. No person shall misrepresent, circumvent or conceal, through whatever subterfuge or device, any of the material particulars of the status, content, or facilitation of an instructional course offered to participants for the purposes of meeting the continuing professional education requirements of these rules. (3-30-06)

012. PRESUMPTIVE ACCREDITATION (RULE 12).

01. Instructional Courses Presumptively Accredited. Instructional courses that cover subject matter set forth in Subsection 010.03 of these rules, that are provided by the following listed organizations, or by such other organizations as may be determined by the director, are presumptively accredited and no request for accreditation of an instructional course offered by these organizations is required, unless the director determines otherwise.

(3-30-06)

- a. The Idaho Department of Finance. (3-30-06)
- b. The National Association of Mortgage Brokers. (3-30-06)
- c. The Mortgage Bankers Association. (3-30-06)
- d. The National Association of Professional Mortgage Women. (3-30-06)
- e. The Idaho Housing and Finance Association. (3-30-06)
- f. Federal National Mortgage Association. (3-30-06)
- g. Federal Home Loan Mortgage Corporation. (3-30-06)
- h. The American Bankers Association. (3-30-06)
- i. Regulatory agencies of any state or of the United States that have regulatory authority over mortgage related activity. (3-30-06)
- j. Institutions of higher education accredited by the Idaho State Board of Education or by similar accrediting agencies of any other state. (3-30-06)
- k. The Conference of State Bank Supervisors. (3-30-06)
- l. The American Association of Residential Mortgage Regulators. (3-30-06)

02. Acceptance of Credit Hours for Presumptively Accredited Instruction. Credit hours for presumptively accredited instruction may be credited to participants in the following manner:

(3-30-06)

- a. Upon timely submission of a copy of a certificate of completion as set forth in Subsection 010.04 of these rules; or (3-30-06)
- b. By written application by the participant, in a form prescribed by the director, within thirty (30) days of successful course completion. The application shall be accompanied by a non-refundable fee of twenty-five dollars (\$25). (3-30-06)

RECORD OF ATTENDANCE

Name of Sponsor/Provider	Idaho Provider Approval Number (7-digits)
Course Title and Course Number	Location of Course Presentation
NAME OF ATTENDEE	License # or Last-4 Social Security #

ATTENDANCE VERIFICATION

Date	Time-IN	Time-OUT	Total Time

Total Time Attended _____

CERTIFICATION

I have read and concur that the above is an accurate account of my attendance. I have also received written information describing sponsor/provider's policies regarding fees and cancellation of offering by sponsor/provider.

Signature of Attendee/Student _____ Date _____

Mailing Address _____

Business Telephone Number (include area code) _____ Residence Telephone Number (include area code) _____

Above Information Verified By: (print name of sponsor/provider authorized monitor)

Signature of Monitor _____ Date _____

Note: Records of attendance must be retained by the sponsor/provider for a period of three (3) years from the date attended.

CERTIFICATE OF COMPLETION

This is to certify that:

John Doe

Attended the “*Name of Training*” Seminar of “*Provider Name*”, with total instructional time of “*Accredited Hour(s)*” hours, relating to “*approved general course topics*”.

This accredited instruction shall be applied to the participant’s loan originator or qualified person in charge (QPIC) continuing education requirements upon the following conditions: (i) Acquisition of a loan originator license prior to November 1, 2006 and maintained through the initial reporting period ending October 31, 2008, or (ii) Acquisition of a loan originator license after November 1, 200_ and maintained through the reporting period ending October 31, 200_ (2 years later), or (iii) Submission of a loan originator license application within 90 days of course attendance and subsequent issuance of a license based upon that application, or (iv) QPIC designation obtained prior to November 1, 2006 and maintained through October 31, 2008, or (v) QPIC designation obtained after November 1, 200_ and maintained through October 31, 200_ (2 years later) or (vi) QPIC designation approved within 90 days of course attendance.

*Provider Course Number #*_____

Signature of Instructor